

Employee Portal Registration Directions

With Organizational Code

Welcome!

In order to access your pay stubs on the new ADP Portal, you will have to complete a registration. This is a one-time registration. Please follow the instructions below to gain access to the new system.

Should you encounter any issues with your registration, please contact the ADP Employee Support Center at (855)547-8508. They are available Monday through Friday, 8:00am – 11:30pm ET.

Thank you!

Registration Instructions:

(If you would like instructions with images from the system, please [click here.](#))

1. Access the ADP service website - <https://workforcenow.adp.com>, and click First Time User? **Register Here.**
2. On the **Create your Account** screen, enter the organizational registration code **dfsco-2017**.
3. Enter your personal identity information.
4. Enter a primary email address and primary mobile number(s) to reach you.
5. Complete additional verification, if required.
 - a. Option 1 – Get and Enter a Code within 15 Minutes. If your email address or mobile phone number is unique within your organization, and you have access to it.
 - b. Option 2 – Answer Identity Questions. If your email address or mobile phone number is not unique within your organization's records, or you do not recognize or have access to them.
6. Add contact email address(s) and mobile number(s) to your account.
7. Set up your user ID, password, and select security questions and answers. (Be sure to take note of your password!)
8. Click Register Now. You will see a confirmation page. Use your user ID and password to access your ADP service(s).

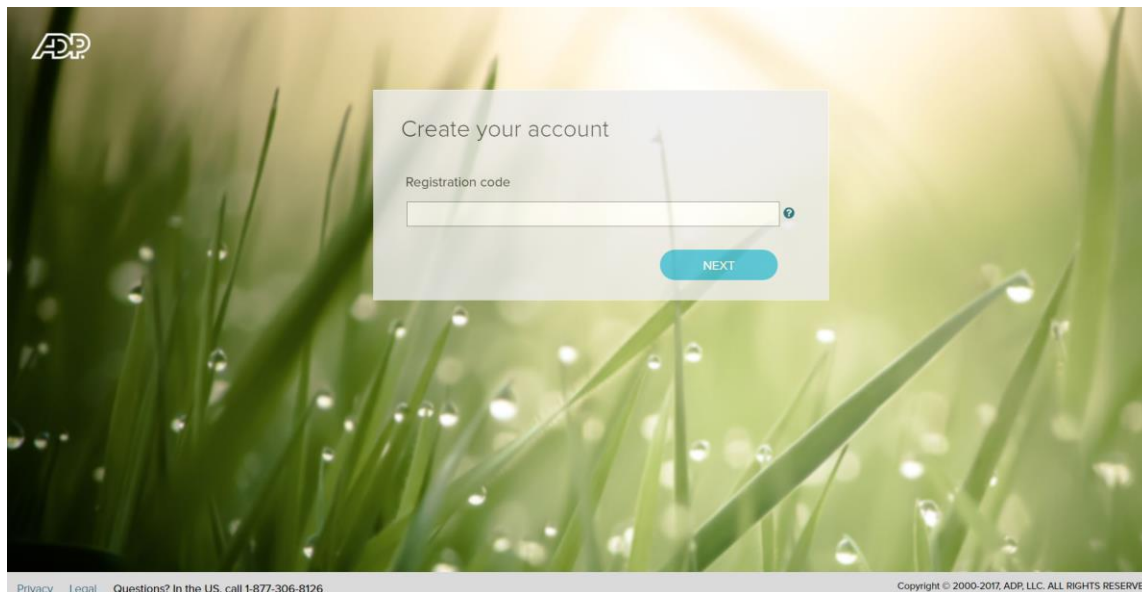
Employee Portal Registration Directions With Organizational Code

Registration Instructions (with images):

1. Access the ADP service website - <https://workforcenow.adp.com>, and click First Time User? **Register Here.**



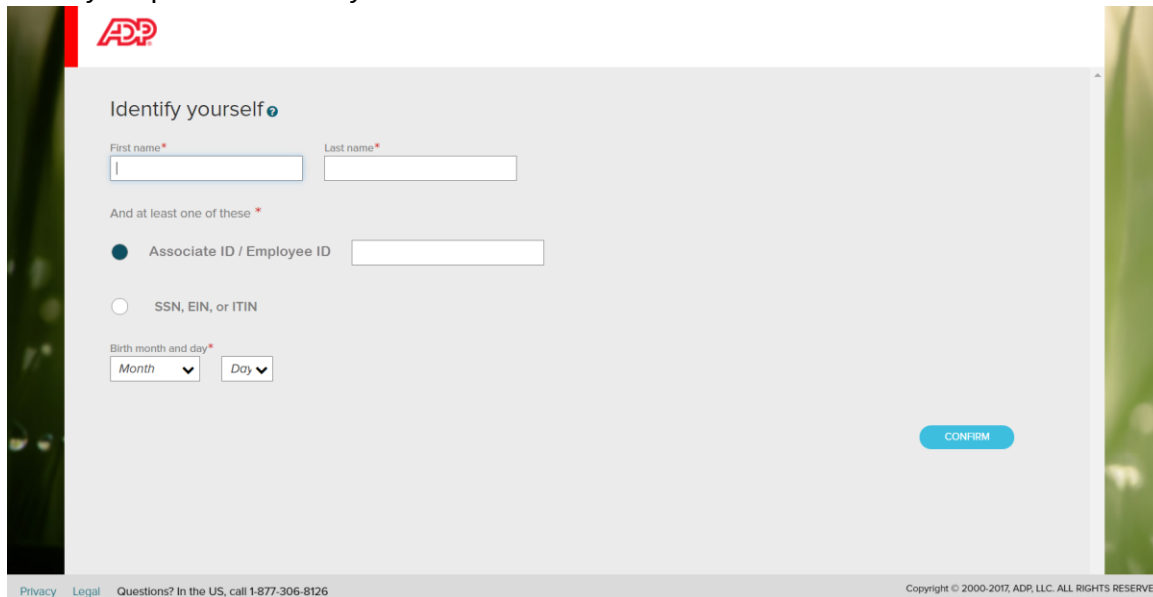
2. On the **Create your Account** screen, enter the organizational registration code **dfsco-2017**.



Employee Portal Registration Directions

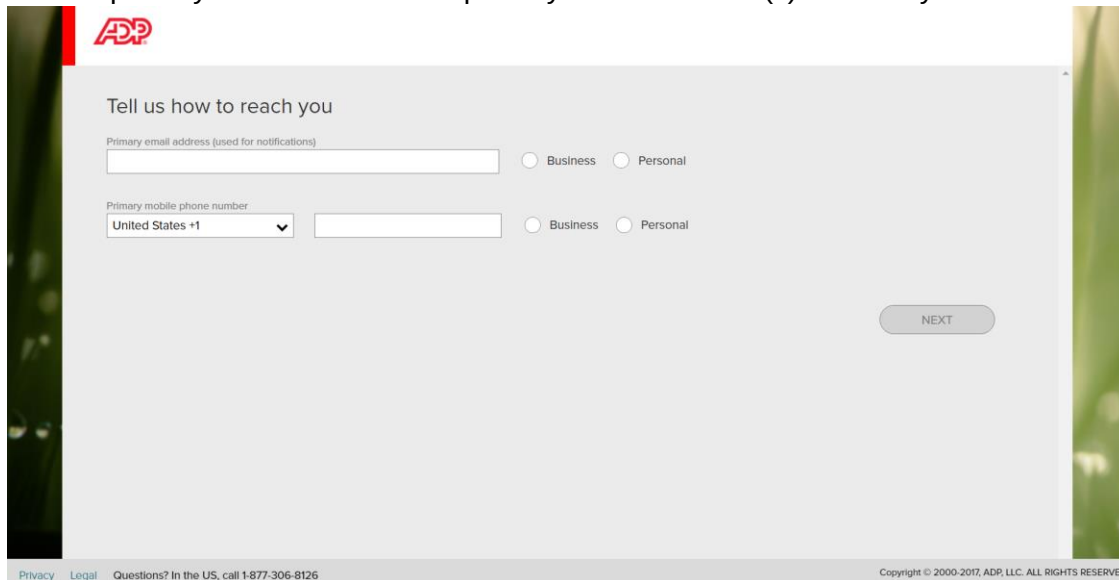
With Organizational Code

3. Enter your personal identity information.



The screenshot shows the 'Identify yourself' registration form. It includes fields for 'First name' and 'Last name', both marked with an asterisk. Below these is a section 'And at least one of these' with two radio button options: 'Associate ID / Employee ID' (selected) and 'SSN, EIN, or ITIN'. There is a text input field next to the selected option. At the bottom, there is a 'Birth month and day' section with 'Month' and 'Day' dropdown menus. A blue 'CONFIRM' button is located in the bottom right corner. The footer contains links for 'Privacy' and 'Legal', a contact number 'Questions? In the US, call 1-877-306-8126', and a copyright notice 'Copyright © 2000-2017, ADP, LLC. ALL RIGHTS RESERVED.'

4. Enter a primary email address and primary mobile number(s) to reach you.



The screenshot shows the 'Tell us how to reach you' registration form. It includes a 'Primary email address (used for notifications)' text input field and two radio button options: 'Business' and 'Personal'. Below this is a 'Primary mobile phone number' section with a dropdown menu showing 'United States +1' and a text input field, followed by 'Business' and 'Personal' radio button options. A grey 'NEXT' button is located in the bottom right corner. The footer contains links for 'Privacy' and 'Legal', a contact number 'Questions? In the US, call 1-877-306-8126', and a copyright notice 'Copyright © 2000-2017, ADP, LLC. ALL RIGHTS RESERVED.'

5. Complete additional verification, if required.

- Option 1 – Get and Enter a Code within 15 Minutes. If your email address or mobile phone number is unique within your organization, and you have access to it.

Employee Portal Registration Directions

With Organizational Code

Enter your personal registration code

Personal registration code
e9nr9g3

DIDN'T RECEIVE THE CODE?
GET CODE

Don't have a code? GET CODE

Click SEND CODE to have a personal registration code sent to the contact information on file in your organization's records:

- *****4133 (SMS text)
- *****7500 (SMS text)
- J*****n@adp.com
- J*****0@myemail.com

SEND CODE

☐ I want to answer identity questions instead

CANCEL NEXT

Privacy Legal Questions? In the US, call 1-877-306-8126 Copyright © 2000-2017, ADP, LLC. ALL RIGHTS RESERVED

- b. Option 2 – Answer Identity Questions. If your email address or mobile phone number is not unique within your organization's records, or you do not recognize or have access to them.

Help us verify your identity 00:27 * = Required

Help us verify your identity 00:28 * = Required

Based on Your answer

Which of Your answers

Do you

Your answer (select one)

- Answer Choice 1
- Answer Choice 2
- Answer Choice 3
- Answer Choice 4
- Answer Choice 5

CANCEL NEXT

Privacy Legal Questions? In the US, call 1-877-306-8126 Copyright © 2000-2017, ADP, LLC. ALL RIGHTS RESERVED

Employee Portal Registration Directions

With Organizational Code

6. Add contact email address(s) and mobile number(s) to your account.

The screenshot shows the 'Enter your contact information' step of the ADP registration process. It includes fields for primary and secondary email addresses, and primary and secondary mobile phone numbers. Each field has a dropdown for the country code and a text input for the number. Radio buttons allow selecting 'Business' or 'Personal' for each contact type. A checkbox at the bottom authorizes ADP to send notifications. A 'NEXT' button is on the right.

ADP

Enter your contact information ⓘ

Primary email address (used for notifications)*
john.doe@organizationxyz.com ☒ Business ☐ Personal

Secondary email address (recommended for account recovery)
 johndoe2570@mycompanyemail.com ☐ Business ☒ Personal

Primary mobile phone number (recommended)
 United States +1 973-900-7500 ☐ Business ☒ Personal

Secondary mobile phone number
 United States +1 972-762-4133 ☒ Business ☐ Personal

☒ I authorize ADP to send me notifications regarding my account, according to [ADP'S TEXT MESSAGING TERMS AND CONDITIONS](#).

NEXT

Privacy Legal Questions? In the US, call 1-877-306-8126 Copyright © 2000-2012 ADP, LLC. ALL RIGHTS RESERVED.

7. Set up your user ID, password, and select security questions and answers. (Be sure to take note of your password!)

The screenshot shows the 'View your user ID and create a password' step. It includes a field for the user ID, a password field with a strength indicator, a confirm password field, and three security questions with dropdown menus for the questions and text input for the answers. A 'REGISTER NOW' button is at the bottom right.

ADP

View your user ID and create a password ⓘ

User ID*
jdoe@organizationxyz

Note: Depending on your organization's setup, your user ID may be generated for you.

Password (8 or more characters)*
Travelers2017 Very strong ☒ Show password

Confirm password (same as above)*
Travelers2017 ☒ Show password

Passwords must be 8 - 64 characters long and contain at least 1 letter and 1 number. Passwords are case sensitive.

Select security questions and answers ⓘ

Question 1*
What was the name of your first pet?
Your answer (that case-sensitive)*
Bubbles

Question 2*
In what city was your father born? (Enter full name of city only)
Your answer (that case-sensitive)*
Boston

Question 3*
What was the first foreign country you visited?
Your answer (that case-sensitive)*
Switzerland

REGISTER NOW

Privacy Legal Questions? In the US, call 1-877-306-8126 Copyright © 2000-2012 ADP, LLC. ALL RIGHTS RESERVED.

Employee Portal Registration Directions

With Organizational Code

8. Click Register Now. You will see a confirmation page that looks like this. Use your user ID and password to access your ADP service(s).



✓ Congratulations! Your registration is complete!

Your account

👤 Your user ID: jdoe@organizationxyz

📁 Your available ADP services:

ADP Service

Activate your email/phone

⚠️ Activate your email address and your mobile phone within 24 hours by responding to the messages sent to you:

- ✉ John_doe@organizationxyz.com
- ✉ johndoe2570@myemail.com
- 📞 +1 972-722-4133
- 📞 +1 973-900-7500